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GOVERNMENT OF PUNJAB
DEPARTMENT OF SCHOOL EDUCATION
(EDUCATION-5 BRANCH)

NOTIFICATION

The 5th June, 2025

No. SED-EDU5019/10/2025-3EDU5/41.-

SCHOOL MENTORSHIP PROGRAM

Introduction:

Education is the most powerful tool for shaping the future of a nation. The Government of Punjab recognizes that building a strong education system requires more than infrastructure and policies—it needs dedicated individuals who can inspire, guide, and transform the learning environment for students. With this vision, Department of School Education launched the School Mentorship Program, inviting IAS, IPS, IFS, and other civil service officers working with the Government of Punjab to adopt and mentor one School of Eminence (SOE) or any other select school as may be decided by the Government. This initiative is an opportunity for officers to directly contribute to the development of students, bring innovation to schools, and create a long-lasting impact on the education system—all while fulfilling their official responsibilities. This document provides a comprehensive understanding of the program, the expectations from officers, and how their mentorship can change lives as explained below.

The Concept of Mentorship in Schools:

Mentorship is not about authority; it is about inspiration, guidance, and meaningful interventions. Officers will not act as school administrators or education department officials, but as mentors, motivators, and facilitators. Their role will be to:

- Inspire teachers and students to dream bigger and work harder.
- Use their experience and network to bring positive changes in the school.
- Ensure that students receive the right guidance, exposure, and facilities to excel in their chosen careers.
- Work closely with the principal, teachers, students, and parents to foster a culture of excellence.

Each officer volunteering to work as a mentor under this program shall be assigned one school and will be expected to nurture this relationship for as long as possible but not less than 5 years regardless of transfer or posting, ensuring long-term development and sustained impact.

The mentorship assignment shall be from across Punjab. The officers shall be encouraged to accept mentorship of schools which are in remote areas or in challenging circumstances.

Civil Servants as Mentors:

Being a civil servant is about more than just governance—it is about nation-building. This mentorship program offers officers a unique chance to give back to society in a meaningful way.

- Shape the Future – The mentorship will directly influence hundreds of students, giving them hope and direction.
- Experiment & Innovate – Unlike administrative roles, this program allows the mentor officer to test new ideas in education, pilot unique initiatives, and bring innovative solutions to real-world challenges.
- Be a Changemaker – Their efforts can create model schools, inspire systemic change, and leave a lasting legacy in the education sector.
- Personal Growth – Through this mentorship, engaging with young minds and educators will offer new perspectives, challenges, and fulfillment beyond professional duties.
- Model for the country: Using the expertise of civil servants to create a model for the function of the school that can be replicated across schools for the country.

Expectations from a Mentor:

As a mentor, the mentor officer will be to engage, enable, and empower. They will:

1. Build Relationships & Inspire:
 - a. Establish a trust-based relationship with teachers, students, and parents.
 - b. Motivate students to dream big and work towards professional success (IITs, medical colleges, NDA, UPSC, etc.).
 - c. Encourage teachers to adopt innovative teaching methodologies and create a more engaging learning experience.
2. Develop an Outcome-Based School Plan:
 - a. Conduct a baseline study to assess learning levels, motivation levels, infrastructure gaps, career aspirations of students and overall school.
 - b. Create an action plan with realistic goals for academic excellence, skill development, and career exposure.
3. Enhance School Infrastructure & Facilities
 - a. Identify and mobilize resources for upgrading classrooms, libraries, laboratories, and sports facilities.
 - b. Leverage CSR funding, partnerships, and personal/professional networks to bring in resources.
4. Leadership & Capacity Building of Teachers and Principals:
 - a. Arrange leadership training for principals and pedagogical training for teachers.
 - b. Connect teachers with subject experts, educators, and training institutions for capacity-building programs.
5. Facilitate Career-Centered Initiatives and Personality Development for Students
 - a. Organize career counseling sessions, mentorship programs, and expert talks for students.
 - b. Arrange exposure visits to universities, industries, professional institutions and educational places.

- to broaden students' horizons.
- c. Support students in scholarship applications, entrance exam preparation, and skill-based training programs.
6. Regular Engagement & Monitoring
- a. Monthly visits to the school to interact with students, teachers, and parents.
 - b. Regular discussions with the Principal & School Management Committee (SMC) to track progress.
 - c. Participate in state-level review meetings with the Education Minister to share insights, challenges, and best practices.

Implementation & Recognition:

- Official Declaration of Mentorship: Each officer's mentorship will be formally recognized, and the school community will be informed about their role.
- Recognition Board at Schools: Each school will have a board displaying the mentor officer's name, symbolizing their commitment and inspiring others.
- State-Level Acknowledgment: Officers contributing significantly will be acknowledged at state events, ensuring their efforts are recognized and appreciated.
- The mentor officer is encouraged to use print, electronic and social media to share their achievements and best practices under this program.

Outcome Report:

Since the officer would be from the cadre having wide exposure in governance, knowledge and network, it is expected that the mentor officer shall prepare a time-bound outcome report card highlighting the initiatives and achievements as well as the overall direction the school is moving towards under this program. The mentor officer shall also prepare an annual outcome report card and submit it to the Government.

Sd/-

(ANINDITA MITRA)

Secretary School Education Punjab.